



## Checklist for submitting an offer under Solicitation No. 6FEC-E6-970173-R

Before submitting your offer, have you completed all items and provided all documents as required by the provisions of the solicitation? To assist you in providing a quality offer, a checklist is provided below. Each element should be completed and if not applicable, so state. Provide documentation and/or justification to support your response, if necessary.

- ☐ **Page 1, Block 12, Discount Terms.** This block should reflect the prompt payment discount offered to the government. If net 30 it should so state. Would a prompt payment of 2%-20 days, Net 30 be acceptable?
- ☐ **Page 1, Block 17a, Contractor, Name and Address**
- ☐ **Page 1, Block 17b, Remittance.**
- ☐ **Page 1, Block 17, provide DUNS No. as requested.**
- ☐ **Page 1, Block 30a, Signature.**
- ☐ **Page 1, Block 30b, Name and title of signer.**
- ☐ **Page 1, Block 30c, Date.**
- ☐ **Page 11, Clause 52.215-6, Place of Performance.**
- ☐ **Page 31, Clause 552.211-78, paragraph (a) and/or (b).**
- ☐ **Page 34, Clause 552.216-73, Ordering Information.**
- ☐ **Page 41, Fire or Casualty Hazards, or Safety or Health Requirements incomplete. If not applicable, so state.**
- ☐ **Page 43, Clause E-FSS-516-A, Production Point Information.**
- ☐ **Page 44, Clause F-FSS-202-F, Delivery Prices (applicable to overseas only).**
- ☐ **Pages 44-45, Clause F-FSS-202-G, Delivery Prices.** Should there be an emergency situation, what is the shortest delivery time your firm would need to deliver products to the Government agency at no additional cost?
- ☐ **Page 46, Clause G-FSS-900-C, Contact for Contract Administration.**
- ☐ **Pages 46-47, Clause G-FSS-903, E-Mail and Website URL Address(es).**
- ☐ **Pages 47-48, Clause G-FSS-913, Contractor's Billing Responsibilities.**
- ☐ **Page 48, Clause G-FSS-914-A, Contractor's Remittance (Payment) Address.**

- ☐ Page 49, Clause I-FSS-103, Scope of Contract, paragraph c.
- ☐ Page 53, Clause I-FSS-598, Central Contractor Registration (CCR). Verify compliance.
- ☐ Page 62, Clause K-FSS-9, Section 8A, Representation for the Multiple Award Schedule Program.
- ☐ Pages 71-72, Clause 552-212-70, Preparation of Offer. Have you complied with the requirements of this clause and provided the pricelist and documentation as required?
- ☐ Pages 72-73, Clause 552.219-72, Preparation, Submission and Negotiation of Subcontracting Plans. A copy of the applicable plan has not been submitted with the initial offer for review and/or acceptance.
- ☐ Page 76, Clause K-FSS-1. Authorized Negotiators.
- ☐ Pages 78-84, Offeror Representations and Certifications - Commercial Items. Have the following paragraphs been completed?

- ☐ (b) (3) Taxpayer Identification Number
- ☐ (b) (4) Type of Organization
- ☐ (b) (5) Common Parent
- ☐ (c) (1) Small Business concern
- ☐ (c) (2) Veteran-owned small business
- ☐ (c) (3) Service-disabled veteran-owned business concern
- ☐ (c) (4) Small disadvantaged business concern
- ☐ (c) (5) Women-Owned small business concern
- ☐ (c) (6) Women-Owned small business concern
- ☐ (c) (7) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industries Categories
- ☐ (c) (9) General
- ☐ (c) (10) HubZone small business concern
- ☐ (d) (i) Previous contracts and compliance
- ☐ (d) (ii) Affirmative Action compliance
- ☐ (f) Buy American Act -- Balance of Payment Program Certificate
- ☐ (g) Buy American Act -- North American Free Trade Agreement-- Israeli Trade Act -- Balance of Payment Program Certificate
- ☐ (h) Certification Regarding Debarment, Suspension or Ineligibility for Award
- ☐ (i) Certification Regarding Debarment, Suspension or Ineligibility for Award
- ☐ (j) Certification Regarding Knowledge of Child Labor for Listed End Products. If not applicable, so state.
- ☐ Compliance with Veterans Employment Reporting Requirements

☐ **Attachment 1, Commercial Sales Practice.**

☐ (1) Provide the dollar value of sales to the general public at or based on an established catalog or market price during the previous 12-month period.

☐ (2) Show the total projected annual sales to the Government. Identify if this projection was based on actual sales and if not, what was used to prepare the estimate.

☐ (3) Complete

☐ (4) (a) Complete in its entirety. Specific instructions for completing this chart are on pages 2 and 3 of this attachment.

☐ (4) (b) Complete

☐ (5) If you are a dealer of the products offered, please provide the proper information as shown in this paragraph.

☐ **Attachment 2, Small Business Subcontracting Plan, complete if applicable.**

☐ **Complete Attachment 3, Hardware Store. Be sure to comply with the requirements of JWOD (Enclosures 1 and 2).**

☐ **Complete Attachment 4, One Stop Paint Shop.**

☐ **Complete Attachment 5, Appliance Department.**

☐ **Complete Attachment 6, Tool Department.**

☐ **Complete Attachment 7, Lawn and Garden Department.**

☐ **Complete Attachment 8, Woodworking and Metalworking Machinery and Equipment.**

☐ **Complete Attachment 9, The Services Department.**

☐ **Complete Attachment 10, PACCWorld.**

☐ **Complete Attachment 11, Beautification Center.**